

# MineralsEd Work Experience Position, March 13-17, 2017

	Details
<b>Company Name</b>	MineralsEd (Mineral Resources Education Program of BC)
<b>Company Address</b>	900-808 West Hastings Street, Vancouver, BC V6C 2X4 This office is readily accessible by bus and skytrain, and is convenient to the West Coast Express terminus at Waterfront Station.
<b>Brief description of the company</b>	MineralsEd provides educational materials and experiences in Earth Science, mineral resources and mining to teachers and K-12 students in British Columbia. MineralsEd delivers • workshops and resources for teachers, • geology and mining field trips for teachers, • educational programs for students and teachers at industry conferences and public outreach events, • liaises between schools and industry for high school work experience placements, • develops and distributes a newsletter for teachers, and • maintains a comprehensive educational website ( <a href="http://www.mineralsed.ca">www.mineralsed.ca</a> ). MineralsEd has two full time staff, a Director and a Coordinator, who work with partners in both education and industry to carry out all initiatives.
<b>Contact person name</b>	Sheila Stenzel, Director
<b>Contact person phone,</b>	Ph: 604-682-5477 ext 1; Fax: 604-681-5305; Email: <a href="mailto:stenzel@mineralsed.ca">stenzel@mineralsed.ca</a>
<b>Position: Education Program Assistant</b>	The ideal candidate is interested in pursuing a career in science (esp. geology) or engineering (esp. mining) who is keen to gain insight into the minerals industry in BC, or is interested in a career in science education. The candidate must be conscientious, attentive to detail, self motivated and eager to contribute to the goals of our non-profit outreach education program.
<b>Job Description</b>	The Program assistant will assist the MineralsEd Director and Coordinator as needed. This will include: • assist in the assembly of teaching kit materials (e.g. labelling and bagging rock and mineral specimens, collating posters, burning CDs, compiling experiment kits). Depending on the student's skills may also include: • assist in updating web site entries • assist with online search for useful geology and mining news  The student will also be introduced to mining related companies and organizations in downtown Vancouver, including 2-3 that are hosting other Work Experience students that week.
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A basic knowledge of Earth science, rocks and minerals</li> <li>• Excellent written and verbal English language skills</li> <li>• Competency using MS Word and MS Excel</li> <li>• Ability to work within and contribute to a small team and to work alone.</li> </ul>
<b>Work Hours</b>	Monday - Friday, 8:00am-4:00pm; 30 minute lunch break at noon
<b>Placement Date</b>	Position is being offered during the week of Spring break from March 13-17, 2017
<b>Application Deadline</b>	<b>Friday, February 17, 2017</b>
<b>Other Notes:</b>	MineralsEd requests that the school Work Experience Coordinator email the resumes and cover letters of all interested students to Sheila Stenzel ( <a href="mailto:stenzel@mineralsed.ca">stenzel@mineralsed.ca</a> ). Phone interviews with students will be arranged for Feb. 20-23, 28, 2017.